

**The Philadelphia Parking Authority**  
**701 Market Street, Suite 5400**  
**Philadelphia, PA 19106**

**RFP No. 23-09**

**Pre-Employment/Promotional Employee Screening & Testing Services**  
**Addendum One**

To: See Email Distribution List

From: Shannon Stewart  
Manager of Contract Administration

Date: April 3, 2023

No Pages: 2

This addendum is issued on March 31, 2023, prior to the proposal due date to add, delete, modify, clarify and/or to respond to questions submitted by prospective offerors regarding the work included in the above referenced solicitation.

**QUESTIONS**

1. **Question:** Can we confirm that managing the contract with a 3<sup>rd</sup> party provided falls under the definition of subcontracting?  
**Response: Yes, if the services are performed by a contracted 3<sup>rd</sup> party and performs services under a different name other than vendor's, it would fall under the definition of subcontracting.**
2. **Question:** Can any information be shared regarding the reasons for the cancelation of the previous RFP for this?  
**Response: The work statement was revised, and the RFP was reissued.**
3. **Question:** Can you please provide historical utilization data (# of visits, by service, by month) for the prior 1-2 calendar years? Two years of date is desirable to consider potential distortions caused by the COVID pandemic.  
**Response: Within the past two calendar years we have sent an estimate of 10-20 applicants monthly/120-240 applicants annually.**
4. **Question:** Can you please identify the incumbent vendor servicing the Authority?  
**Response: The Authority's current Vendor for pre-employment services is Concentra Occupational Health. Such services were previously provided by WorkNet Occupational Medicine prior to the merger with Concentra.**
5. **Question:** Request for relief regarding Part IV-2 B: In the interest of offering an alternative solution that provides employees of 'The Authority' a convenient and efficient solution for authorized medical services to be rendered, may Offerors include an appendix in our response proposing that medical services be rendered in the form of a 'concierge onsite' at one or more prior approved locations that are owned/operated by "The Authority"? If no, is there a condition in which "The Authority" would consider such a solution, if even on a periodic 'pop-up' basis?  
**Response: No. The Authority does not have the space to perform the services on its premises. Offeror must own and operate a facility capable of performing all tests as required in the Work Statement.**

6. **Question:** Please provide an estimated volume usage/need for each of the Services listed in the RFP, including post-offer testing, physicals, lift and agility tests, drug screenings and alcohol tests (“Services”).

**Response: An estimated need for “services” would be 10-20 applicants per month.**

7. **Question:** Sec B. Facilities Location and Hours: *All facilities required to perform Services must be owned and operated by the Offeror.* Our clinic locations across the nation are internally contracted vendor providers whose agreements aren’t specific to servicing Philadelphia Parking Authority; they are our internal vendors, and function much like a subcontractor in that they support us to complete the work as defined. Is this acceptable?

**Response: No subcontractors may be used for any portion of work under this contract. If the internally contracted vendor is a child company of your company or if they operate under your company name, that will be permissible.**

8. **Question:** Please describe any issues with your current vendor, if any. How may we best support this work?

**Response: There are no issues with current vendor.**

9. **Question:** Does the language below meet the requirements for the PPA’s insurance needs?

“We have reviewed the requirements for the Request for Proposal and, as the Insurance Broker for \_\_\_\_\_, we can confirm that their Insurance Program satisfies the requirements requested.”

**Response: Please refer to Part I-10 Insurance Requirements of the RFP document.**

**If you currently carry the level of insurance that meets the requirements in Appendix C of the RFP document, you will need to submit a sample certificate of insurance evidencing the coverages.**

**If you do not currently carry the level of insurance that is required, you must submit a letter from your insurance company indicating that they will provide the required insurances as outlined in this RFP if awarded a contract.**

**END OF ADDENDUM ONE**